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SECURITY INFORMATION

50X1-HUM

SUBJECT Organization of Postal, Telegraph and Telephone Service
 Savings Offices

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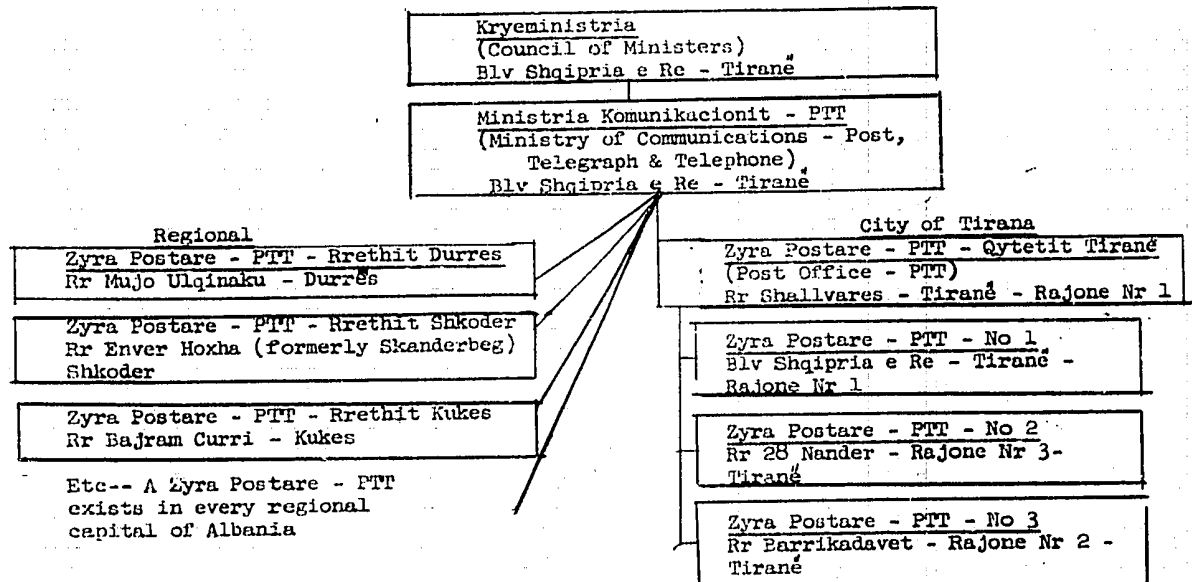
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Legend

PTT - Ministry of Communications - Post, Telegraph and Telephone.
 Zyra Postare - Post Office

3. "A Zyra Postare-PTT exists in each regional capital of Albania (21 plus the city of Tirana). Each region also has one sub-post office in some locality (lokaliteti) of that region. This post office depends on the head post office in the regional capital. The localities have a Zyra Postare-PTT:

Bicaj	Leskovik
Gostime	Libohovë
Rrogozhinë	Librazhd
Kelcyre	Maqellare
Kuc	Milot
Kurvelesh	Gjorgucat
Konispol	Himare
Koplik	Zerqan
Klos	Polican
Shëpenzë	Roskovec
	Shëngjin

Tirana city proper has three sub-post offices, one for each rajone (city sector).

4. "Every Zyra Postare-PTT, including the sub-offices, has the following booths:
- | | |
|--|--|
| (a) <u>Letra Ordinere</u> | - Ordinary Mail, where postage stamps also sold. |
| (b) <u>Letra Rekomande</u> | - Registered Mail |
| (c) <u>Letra Jashte Shtetit</u> | - Foreign Mail |
| (d) <u>Mandat Postar (Koli Posta Pako)</u> | - Parcel Post |
| (e) <u>Pagesa Dergime Marie</u> | - Money Orders |
| (f) <u>Libreza Kursimit</u> | - Savings Office |

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5. "In addition, the Tirana Zyra Postare-PTT on Rr. Shalvares (the main post office for the city and region of Tirana) and also the Zyra Postare-PTT in each regional capital have two other booths:

(a) Telegram	-	Telegrams
(b) Telefon	-	Telephone

6. "With one exception, all booths located in a Zyra Postare-PTT depend on the Ministria Komunikacionit-PTT (Ministry of Communications - PTT). The exception is the Librezia Kurshia (Savings Office), which comes under the direct supervision of the Banka Popullore Shqiptare (Albanian People's Bank). Thus, the employees in all other booths are postal employees; the employees in a savings booth are employees of the section of the People's Bank in the region where the particular Zyra Postare-PTT is located. The People's Bank is dependent in turn on the Ministry of Finance.

Post Office Hours

7. "Post Office Hours:

Weekdays

Sundays and holidays

Telegram booth

Telephone booth

- Open 24 hrs a day, including Sundays and holidays
- Open daily, including Sundays and holidays,
from 0800 to 2400 hrs.
0800-1200 hrs for reservation of calls.
1200-2400 for making the actual calls.

Distribution of Domestic Mail

8. "In every regional capital and locality which has a Zyra Postare-PTT, distribution of mail is made by a postman, the postier. The postier wears a grey uniform and a grey military-type cap which has a red stripe, about four cms wide, all the way around. The cockade on the cap bears a postal insignia. The postier carries his mail in a big leather PTT sack with red stripes. Most of them use a Soviet bicycle. A postier earns a monthly salary of 3,400 Lek [1952]. In the localities which have no Zyra Postare-PTT, mail is also distributed by a postier. The police lokaliteti in a locality may also deliver the mail on occasion. Distribution of mail in the villages is made by the polaku katundit, the village courier-guard postman. The polaku katundit is a village official who comes under the kryetar (president) of the village council. All postiers and polaku katundits are men.
9. "In the city of Tirana, in the other regional capitals and in the localities having a Zyra Postare-PTT, mail is distributed daily from 1100 through 1300 hrs. In all other localities and in the villages, mail is distributed twice a week, Wednesday and Saturday. Since there is only one railway line in Albania, mail is sent by train from Tirana to Durrës, Kavajë and Elbasan. It is sent from Tirana to all other regional capitals by buses of the Agjensia Pasagjieravet, the State Bus Agency. The mail is shipped, sealed, in the normal red striped PTT sacks. The postiers often ride horseback. The polaku katundit normally walks from one village to another, because of the terrible roads.
10. "Delays in mail distribution are caused by the location of the addressee and weather conditions. The minimum time for a letter to reach Kukes from Tirana is about six or seven days. A letter from Tirana to the village of Letaj in the Kukes region might take three months in winter, if the polaku katundit cannot reach the nearest locality because of the heavy snow.

Mail Boxes

11. "Inside and directly outside the various post offices there are two kinds of mail boxes: Letra Ordinere (Ordinary Mail) and Letra Rekomand (Registered Mail). After a sender has had his letter registered, he can throw it into the box for registered mail.

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Formalities for Domestic Mail

18. "No formalities are required for postcards or ordinary mail, except that each letter must bear the name, surname and full address of both sender and addressee. After the correct stamp are affixed, the postcard or letter is simply thrown into any letter box for ordinary mail. No special procedures are required for mail sent to or from the border zones.
19. "No identification is required at border posts or PTT at any time, except when a person is receiving a money order or package.
20. "Special forms are used for registered mail, parcel post and money orders:
- (a) A receipt form is used for sending a registered letter - domestic or foreign - and for sending any type of telegram. It is a white form, about 3 1/2 x 5 1/2 inches. It has spaces for the name and surname of the addressee, the address, the postal charges, the date when forwarded, and, for telegrams, the number of words when forwarded. The left-hand corner bears the name (stamp) of the Zyra Postare-PTT concerned. The receipt has a registration number. The receipt is dated, signed by the sender and handed to the sender. A typical receipt for a telegram might appear as follows:

ZYRA POSTARE P T T		LP
V	Emni mbiemni.....	fjale
U	Vend mbritja.....
L	Taksi postar.....	ora
A	Data.....195.....
		firma

[firma - signature]

- (b) A special white printed form is used when sending a parcel post package. It is about 8 1/2 x 5 1/2 inches. It has three identical portions, from left to right: one for the issuing post office, one to accompany the parcel, the third as a receipt for the sender. The form costs 5.00 lek. It contains spaces for: name, surname and address of the addressee; weight of parcel; locality where forwarded; sender's name, surname and address; date; amount for taxation; signature of the comptroller who weighs it in the booth; full name, stamp and signature of the employee in the Mandat Postar booth. The person sending a parcel takes it open to the booth. An employee checks the contents. The sender seals it in the presence of the employee. The employee weighs the parcel. Then the form is completed. A typical parcel post form has the following appearance (in a set of three):

ZYRA POSTARE P T T
No 234567

Emni mbiemni.....
 Adresa marsit.....
 Mandat postar Kg.....
 Vend mbritja.....
 Derguesi.....
 adresa.....
 Data.....
 Taks Lek.....
 Kontrolli.....
firma.....

Nepunsi zyres P T T
 vulia.....firma.....

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(c). The form for a money order costs 5.00 lek. It is a white printed form, about $5\frac{1}{2} \times 8\frac{1}{4}$ inches. It is made in three identical parts, the same way as the parcel post form. It contains: name, surname and address of addressee; locality where forwarded; total amount in lek forwarded (given in numeral and in words); name, surname and address of person sending the money order; date and hour when forwarded. This is followed by the signature of the employee in the Pagesa Dergime Marie booth and the stamp of the post office. A typical money order form might appear as follows (in a set of three):

ZYRA POSTARE P T T
No 7654

Emni mbiemni.....
Adresa marsit.....
.....
Vend mbritja.....
Shuma tehollavet.....
me fjale.....
Derguesi.....
.....
Data.....
Ora.....

Nepunsi zyres P T T,
ula.....firma.....

Foreign Mail

20. "No foreign mail may be dropped in a PTT box. It must be handed directly to an employee of the Letra Jashte Shtetit booth, even though it is just an ordinary letter. The letter must contain the sender's name, surname and full address. Foreign air mail is also handed to this employee. The sender need not identify himself.
21. "Rates for foreign mail:
- | | |
|----------------------|---|
| Ordinary postcard | - 15.00 lek |
| Picture postcard | - 15.00 lek |
| Ordinary letter | - 15.00 lek |
| Registered letter | - 21.00 lek |
| Insured mail | - Does not exist |
| Money orders | - (Do not know rates, or if indeed it is possible to send a money order out of the country) |
| Air mail letter | - 21.00 lek |
| Packages | - (Charges unknown to us) |
| Ordinary telegrams | - 3.00 lek per word |
| (only type possible) | |
22. "Newspapers, magazines, books -- all printed matter -- may only be mailed abroad by the State Publishing House, never by a private individual or by an enterprise. It is forbidden to send newspaper clippings abroad in a letter.
23. "Foreign mail is not delivered to a post office. All foreign mail, except parcels, is delivered directly to the home of the addressee. Mail from a Satellite country reaches addressees within a period of 10-20 days. Mail from other countries takes a minimum of two to six months. Heavy duty is exacted on incoming parcels from abroad, even from a satellite country. Such parcels are handled directly by the Customs Office. The Customs Office is located in Tirana on Blv Shqipria e Re. Many people renounce their parcels because they cannot afford the duty. An addressee can renounce his parcel in favor of the Red Cross; that is what most people do.

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Censorship

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24. "Although [] there is no domestic censorship, people refrain from writing anything in a domestic letter that might get them in trouble with local authorities. Certain persons, even for domestic mail, may be subjects of correspondence checks by the Seksioni Punvet Mbrendeshme (Section of Internal Affairs, which is really the Sigurimi Shtetit - S SH - Security Police). While there is no official censorship of foreign mail, the S SH conducts such censorship by simply not delivering a letter to an addressee.

Telegrams

25. "Ordinary domestic telegrams to an address inside Albania are distributed within 24 hours, if the location makes that possible. Urgent telegrams are also distributed within 24 hours. Very urgent telegrams are brought directly to the addressee's home, whatever the time of day or night.
26. "The sender writes the telegram on a yellow printed form, sized about $5\frac{1}{2}$ x 7 $\frac{7}{8}$ inches. The sender writes his name and address across the lower left-hand corner. The form has spaces for:

- (1) Locality and name of addressee
- (2) Street address of addressee
- (3) Date when wire is forwarded
- (4) Text

The same form is used for any type of telegram. The form costs nothing. It is obtained at the Telegrama booth of a Zyra Postare-PTT. The printed form appears as follows:

REPUBLIKA POPULLORE SHQIPERISE
MINISTERIJA KOMUNIKACIONIT
ZYRA POSTARE TELEFON TELEGRAF

V F L P

TELEGRAM

1. VENDORI.....
2. ADRESA.....
3. DATA.....
4. TEKSTI.....

Telephones

27. "No public telephone booths exist in Albania, except in the Zyra Postare in Tirana and in the Zyra Postare of the capital of each region. The main Tirana post office has two booths for calls within the city of Tirana and six for telephone calls to other regional capitals. There are no telephones in any of the localities which have a Zyra Postare-PTT. An automatic telephone exchange exists only in Tirana.
28. "Only political personages and doctors can get a private telephone installed. Other citizens are forbidden telephones. The formalities are unknown to us.
29. "A Libri Telefonik (Telephone Directory) is issued to a person who has a telephone. The same directory can be consulted at any Zyra Postare which has a telephone booth.
30. "Telephone calls can be made from Tirana to or from any regional capital, except Kukës, Peshkop, Fuke and Tropoje; calls to those four capitals are limited to local Communist officials or other authorities. Telephone calls abroad may only be made by government officials.

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11. "A person must make a reservation to make a domestic telephone call. He does this between 0800 and 1200 hours, and makes the call in the afternoon. No personal identification is necessary. The charge is 20 lek per minute, plus 10 lek for the reservation form. The form is also used to invite a person to a telephone conversation, but only the caller is charged. The Flet-Thuje (Telephone Call Reservation form) is a blue printed form, about 8 by 5 1/2 inches. The person sending the call writes his name and address in the lower left-hand corner; he must also sign the form. The form asks for:

- (1) Name and surname of person to be called
- (2) His address
- (3) Hours for which reservation is requested
- (4) Date

The form has the following appearance:

REPUBLIKA POPULLORE SHQIPRIE
MINISTRIJA KOMUNIKACIONIT
ZYRA POSTARE-PTT. TIRANE

V F L P

FLET - THUJE

1. EMRI MIRENDA.....
2. ADRESA VENDA.....
3. ORA THUJES.....
4. DATA.....

Savings Offices

32. "People may deposit money only at the Libreza Kursimit (Savings Office) of a Zyra Postare-PTT. There are two types of deposit books:

- (a) Libreze Kursimi Emnore (Nominal Savings Book) -- Deposits and cash withdrawals can only be made by the holder of the Savings Book.
- (b) Libreze Kursimit Prursit (Savings Book) -- Deposits and withdrawals may be made by persons other than the holder of the Savings Book. There is a special formality here: the holder of the book must be present, with the other person, who must have his Leter Njofteimit (Identification Card).

33. "These Savings Offices, acting on behalf of the Banka Popullore Shqiprise, also collect:

- (a) The yearly fees for wireless licenses (Leja e Radio)
- (b) Charges for water and electricity consumption.

34. "At the Savings Offices one may purchase a small pocket calendar, e g the Kalendar i Vetit - 1952. These calendars are sized 10.7 x 7.5 cms and cost 20 lek each."

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